



Code: 1430
Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical And Analytical
Series: Planning

CLASS TITLE: POLICY ANALYST

CHARACTERISTICS OF THE CLASS

Under direction, researches program policy and intergovernmental legislation options and offers strategic in-sight on matters affecting targeted populations serviced through city departmental programs, and develop grant proposals to obtain the funding for the programs, and perform related duties as required

ESSENTIAL DUTIES

- Researches, develops, and assists in the implementation of departments legislative agenda affecting targeted group populations for the City of Chicago
- Participates in the formulation of policy and assists in managing policy and research activities related departmental projects and initiatives
- Conducts research, planning and feasibility studies while analyzing and interpreting impact statements, economic and social and changing trends affecting departmental programs
- Identifies and solicits potential funding sources for city programs
- Participates in identifying potential funding sources for programs and completing grant applications
- Evaluates proposed federal and state legislation relative to departmental programs and policies and prepares summaries regarding potential impact
- Creates criteria to evaluate the programs and services of delegate agencies that are seeking proposed funding
- Monitors departmental compliance with government performance standards and with changing legislation to ensure continued funding for departmental programs
- Analyzes legislation and prepares legislative summaries to keep management abreast of new legislation and trends affecting targeted group populations
- Serves on various inter-agency committees, task forces, commissioners and working groups to ensure program policies are appropriately implemented

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, the Social Sciences or a directly related field, plus three years of work experience in policy research and development, legislative research and analysis, or grants research and writing for programs and services, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- federal and state legislation and its impact on targeted group populations
- legislative analysis experience and policy formation practices
- grant management and administration principles and practices

Some knowledge of:

- *public administration principles and practices
- *project management methods, practices, and procedures
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **PERSISTENCE** - Persist in the face of obstacles on the job
- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2012